



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from		ALL PERSONS INTERESTED	
2	Job Classification		BUREAU CHIEF, PUBLIC HEALTH (EXEC LEVEL)	
3	Posting Number		PN# 101949	
4	Department		Health & Human Services Department	
5	Division		Community and Personal Health Services	
6	Section		Bureau of Nutrition Services	
7	Reporting Location		8000 N Stadium	
8	Workdays & Hours		M - F, 8 a.m. - 5 p.m.*	
			*Subject to change	
9	<u>DESCRIPTION OF DUTIES</u> Supervises and coordinates the activities of bureau employees; provides consultative and educational expertise and support in a specialized public health area. <u>CORE FUNCTIONS</u> <ul style="list-style-type: none">➤ Responsible for overall management, administration and supervision of the Bureau of Nutrition Services which includes WIC Medical Nutrition Therapy and Community Nutrition Programs within the Houston Department of Health and Human Services.➤ Assure compliance with federal, state and city program and budget guidelines related to Bureau and Department operations.➤ Manage a budget that totals over \$9 million of federal funds. Recommends personnel actions such as promotions, hires, salaries, job evaluations, disciplinary actions, and dismissals.➤ Assure compliance to guidelines related to funding and monitoring of subcontracts and various funding sources for all Nutrition Programs.➤ Coordinate all evaluation activities related to Bureau program operations. Consults with staff and other city agencies regarding enhancement of public health goals and objectives.			
10	<u>WORKING CONDITIONS</u> The position is physically comfortable, the individual has discretion about walking, standing, etc.			
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> A Doctoral degree in Public Health or a related field such as Biology, Microbiology, Chemistry or Physics is required.			
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> <ul style="list-style-type: none">➤ Five years of experience in a major health agency or a similar facility are required.➤ A Master's degree in a specific public health field and seven years of directly related professional experience may be substituted for the education and experience requirement.			
13	<u>MINIMUM LICENSE REQUIREMENTS</u>		None	
14	<u>PREFERENCES</u> <ul style="list-style-type: none">➤ Preference will be given to applicants who are Registered Dietitians with prior Public Health Nutrition and WIC Management and Supervisory experience.➤ Experience should include development/evaluation, performance management and budgeting.			
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>		None	
16	<u>SAFETY IMPACT POSITION</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	<u>SALARY INFORMATION</u>		GRANT FUNDED POSITION This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 30 \$1,940 - \$2,724 Biweekly \$50,440 - \$70,824 Annually</div>	
18	<u>OPENING DATE</u>		December 8, 2004	
19	<u>CLOSING DATE</u>		OPEN UNTIL FILLED	
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.			
	An equal opportunity employer			